



# **Armed Forces Recreation Society (AFRS)**

*AWARDS  
NOMINATION  
PACKET  
2004*



## **AFRS AWARDS PROGRAM**

The AFRS National Awards Program celebrates the people and organizations that contribute to the recreation of active duty personnel, retirees, families and civilians associated with our armed services. In recognizing these outstanding performers, AFRS showcases their many program successes, innovation and individual achievement. It is our way of saying, "thank you for a job well-done".

Below is a brief description of the various award categories. Award nominations must address all criteria appropriate to each category.

### **CATEGORIES**

#### **FRONT LINE AWARD**

This award is for non-supervisory/managerial staff working at the front line in armed forces recreation; e.g. service workers, lifeguards, recreation aides, etc. The front line employee is in direct contact with the customer. They work to meet the needs of the customer and, as a result, customer perceptions and attitudes about the organization are created. This award recognizes the staff we rarely hear about, but who are vital to delivering exceptional customer service. **No more than 10 may be awarded in a given year.**

#### **SUPPORT SERVICES – BEHIND the SCENES**

This award is for individuals who work behind the scenes in armed forces recreation; e.g. marketing assistants, admin, maintenance workers, grounds keepers, etc. They may be in a supervisory/management role or not. They work in a support services role to internal recreation customers (staff). This award recognizes excellence for these people, who, though rarely seen by the external customer, play a vital role in the successful delivery of recreation programs and services. **No more than 5 may be awarded in a given year.**

#### **JOHN (PAT) HARDEN PRACTITIONER AWARD**

This award is for supervisory/managerial professionals who have worked in armed forces recreation at the operations level for no more than 7 years; e.g., planning, producing and executing programs in direct contact with the participants. They do it all: mobilizing volunteers, decorating, coordinating entertainment, food, publicity, and working day and night in preparation for the program. This award is designed to recognize excellence in prospective career armed forces recreation employees and AFRS/NRPA members. **No more than 10 may be awarded in a given year.**

#### **COMMANDER'S AWARD**

This award goes to command military leadership who are not necessarily recreation professionals or members of AFRS/NRPA. These are the individuals who advocate and display extraordinary leadership in the delivery and implementation of the armed forces recreation program and improved quality of life for service members. **No more than 3 may be awarded in a given year.**

#### **SPECIAL CITATION AWARD**

This award is for civilian or military individuals, who are not necessarily recreation professionals or members of AFRS/NRPA. These individuals represent significant contributions to the field of armed forces recreation in the area of leadership, public relations, pioneering or research. Individuals who have been exceptional volunteers or have contributed significantly to the recreation program at the installation level may also be nominated. **No more than 3 may be awarded in a given year.**

#### **FELLOW AWARD (Current AFRS/NRPA Member)**

The Fellow Award is for current **AFRS/NRPA** members who have worked a minimum of two years in armed forces recreation at the operations level. They have the responsibility of overseeing and implementing the recreation program. The nominee must hold a current individual professional membership with AFRS/NRPA. The membership must be active and have been in place at least one (1) year at the time of nomination. **No more than 5 may be awarded in a given year.**

#### **EXECUTIVE FELLOW AWARD (Current AFRS/NRPA Member)**

This award recognizes the accomplishments of management staff at the headquarters, major command, major subcommand, and/or installation level. These individuals are responsible for recreation program management. They must have a minimum of five (5) years full-time experience. The nominee must hold a current individual professional membership with AFRS/NRPA that has been active and in place at least one (1) year at the time of nomination. **No more than 4 may be awarded in a given year.**

**DISTINGUISHED FELLOW AWARD (Current AFRS/NRPA Member)**

This is the highest form of recognition from AFRS. Nominees must be a previous recipient of a Fellow Award or Executive Fellow Award, or have been an elected or appointed member of the AFRS Board of Directors. The nominee must hold a current individual professional membership with **AFRS/NRPA** that has been active and in place at least one (1) year at the time of nomination. The candidates must be a Certified Park and Recreation Professional (CPRP). **No more than 3 may be awarded in a given year.**

**LIFETIME SERVICE AWARD (Current or former AFRS/NRPA Member)**

This award recognizes a career of service to the profession. Candidates for this award must be retired with a minimum of ten (10) years of service in the armed forces recreation profession. The nominee must currently hold or have held an individual professional membership with **AFRS/NRPA**.

**PART I. NOMINEE INFORMATION. Complete this section for all award categories.**

Print Full Name of Nominee \_\_\_\_\_ Nominee's NRPA Membership # \_\_\_\_\_

Award Category \_\_\_\_\_

Current title/position \_\_\_\_\_

Organization (Command, Installation, etc.) \_\_\_\_\_

Date Nominee became an AFRS/NRPA member (if required) \_\_\_\_\_

Length of service in profession \_\_\_\_\_ Length of service at current location \_\_\_\_\_

**Certified Park & Recreation Professional (CPRP)** ☐ Yes ☐ No

Previous AFRS Award(s) \_\_\_\_\_

***Mailing address (be specific: office symbol, name, spell out abbreviations, etc.)***

Address \_\_\_\_\_

City/APO/FPO \_\_\_\_\_ ST \_\_\_\_\_ Zip Code \_\_\_\_\_

Commanding Officer's full name and rank \_\_\_\_\_

Address \_\_\_\_\_

City/APO/FPO \_\_\_\_\_ ST \_\_\_\_\_ Zip Code \_\_\_\_\_

Nominator's Name \_\_\_\_\_

Address \_\_\_\_\_

City/APO/FPO \_\_\_\_\_ ST \_\_\_\_\_ Zip Code \_\_\_\_\_

Nominator's Telephone Number:  
(For overseas, include country and city codes) COMM \_\_\_\_\_ DSN \_\_\_\_\_

COMM Fax No. \_\_\_\_\_ DSN Fax No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

Names and telephone numbers of two people familiar with the nominee's qualifications

1. \_\_\_\_\_

2. \_\_\_\_\_

Print Name of Nominee's Supervisor \_\_\_\_\_

Supervisor's E-mail Address \_\_\_\_\_

Print Nominator's Name \_\_\_\_\_

**PART II. Complete this section for the following awards: Commander's Award, Special Citation Award, Fellow Award, Executive Fellow Award, Distinguished Fellow Award, and Lifetime Service Award. For all other awards, go to Part III.**

In narrative format, address as many of the following criteria as are relevant to the nominee.

- **Leadership:** Demonstrates ability to initiate, promote, and direct specific program segments for the overall benefit of the armed forces recreation program. Documentation shall show accomplishments over and above the routine scope of duties.
- **Pioneering:** Responsible for the development of new ideas, procedures, techniques, legislation, standard operating procedures or similar documented accomplishments related to the profession.
- **Public Relations, Marketing or Promotions:** Promotes and markets armed forces recreation programs through speaking engagements, forums, panel discussions, radio and/or television appearances, written material and interaction with people, both on and off military installations.
- **Research:** Conducts studies designed to advance the profession or affect its philosophy or methods. Responsible for initiating study or research as part of advanced academic work.
- **Citations and Awards:** Receives recognition locally, at major command level or departmental level for service in armed forces recreation.
- **Self-Development:** Participates in formal classroom or correspondence courses, training programs, conferences or workshops for improving methods, raising standards, and increasing knowledge applicable to recreation management and leadership.
- **Participation in Special Organizations:** Actively participates as a committee member, chairperson, or officer in the AFRS, NRPA or other organization or groups whose activities promote the advancement of the recreation movement.

**ACCOMPLISHMENTS:**

List 5 to 10 accomplishments in addition to what was described in the preceding criteria that demonstrate the nominee's exemplary service to the program and the service member within the last 3 years. Use additional sheets of paper if necessary. In the case of the LIFETIME SERVICE AWARD, this section may cover the span of the nominee's career.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**CITATION**

In a paragraph of 100 words or less, describe the person, summarize the accomplishments and say "Thank you for a job well done." The paragraph must also reference the nominee's name, work location and length of service. This is the statement that will appear in the awards program.

**PART III. Complete this section for the following awards: Front Line, Behind-the-Scenes and Practitioner awards. For all other awards, go to Part II.**

1. ATTITUDE/APPEARANCE: Give one concrete example that demonstrates the nominee's professional work attitude and appearance.

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2. COMMITMENT: Give one concrete example that demonstrates the nominee's commitment to the mission, program, customer service and team member collaboration.

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3. INITIATIVE/ABOVE and BEYOND: Give one concrete example that demonstrates the nominee's initiative to take on more and greater challenges, get out of their "lane," learn about others' duties, strive for excellence, help when needed without being asked and are willing to grow professionally.

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4. KNOWLEDGE: Give one concrete example that demonstrates the nominee's knowledge of programs/activities in relation to customer service, policies, procedures and the program's definition of success.

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5. TEAM WORK: Give one concrete example that demonstrates the nominee's ability to work as part of a team, regardless of role, to ensure the success of the team in reaching a common goal without thought of personal reward, recognition or gain.

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6. MULTI-TASKED: Give one concrete example that demonstrates the nominee's ability to focus and successfully coordinate, organize and complete several on-going tasks simultaneously in a competent and timely manner.

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7. **COMMUNICATION:** Give one concrete example that demonstrates the nominee's ability to provide customer satisfaction, maintain composure, learn in the process and share the training moment with team members.

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8. **OTHER ACCOMPLISHMENTS/SPECIAL AWARDS:**

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**CITATION**

In a paragraph of 100 words or less, describe the person, summarize the accomplishments and say "Thank you for a job well done." The paragraph must also reference the nominee's name, work location and length of service. This is the statement that will appear in the awards program.

## **SUBMISSION PROCESS**

Nomination(s) must be **received no later** than 30 April 2004, at the following e-mail address:

**GScheer@cg-exchange.com**

**No waiver on this date.**

If nominating more than one candidate, submit a separate nomination package for each.

The Armed Forces Recreation Society is a branch of  
The National Recreation and Park Association  
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Ashburn, VA 20148-4501  
703-858-2155 ♦ [www.nrpa.org](http://www.nrpa.org)